

**APPLICATION PROCEDURES FOR AGR
EMPLOYMENT OPPORTUNITY
ANNOUNCEMENTS (EOAs)**

Apply for AGR employment with the Arkansas National Guard using **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position**. This form is available on the AR ARNG Intranet, and on the AR ARNG Internet at:

<http://www.arguard.org/HumanResources/HROMAIN.htm>

Required attachments, which are listed on each AGR job announcement, are as follows:



ARMY

1. NGB 34-1 (dated 20131111) -Application for Active Guard/Reserve (AGR) Position. NGB 34-1 MUST be signed either digitally or in ink.
2. Copy of the latest MEDPROS Individual Medical Readiness (IMR) Report. A current PHA is within 12 months form close of announcement. Soldiers whose weight listed on IMR exceeds the screening table weight allowed must also include a Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females) with the IMR. Soldiers who have a numerical indicator of a 3 or 4 in his/her PULHES must also include a current copy of their permanent medical profile (DA Form 3349). No Temporary profiles.
3. Copy of Enlisted Record Brief (ERB) with ASVAB scores/ Officer Record Brief DA Form 4037 (ORB). (If form is not available, and/or does not have ASVAB scores, submit DD Form 1966/1 or other record of ASVAB scores/course completion). Failure to submit ASVAB scores will result in disqualification.
4. Copies of last three (3) OERS and /or NCOERS (SGT/E5 and above only). If you do not have three NCOERS/OERS, include a memo specifying the reason (i.e.) newly promoted E-5 will not have an NCOER.
5. Copy of current Retirement Points Accounting Statement (RPAM) Statement, within 30 days at time application submitted.
6. Copy of current DA Form 705, APFT Scorecard, must be within 12 months of the close of the announcement and passing.
7. SF 181, Race and National Origin Identification. This form is required but

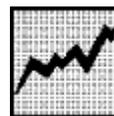
identifying your race or National Origin is optional.

NOTE: IF YOU DO NOT HAVE IT, PROVIDE A MEMO. IF YOU ARE OVER WEIGHT ON ANY FORM/DOCUMENT PROVIDE A 5500 (M) OR 5501 (F). ALWAYS READ INSTRUCTIONS.



AIR:

1. NGB 34-1 (dated 20131111) -Application for Active Guard/Reserve (AGR) Position. NGB 34-1 MUST be signed either digitally or in ink.
2. Current AF Form 422, Physical Profile Serial Report
3. Current height and weight statement
4. Report on Individual Personnel (RIP)
5. SF 181, Race and National Origin Identification



**EXPLANATION OF SPECIFIC ITEMS ON NGB
34-1**

Response to Position Announcement # and Position Title: Self-explanatory. Put announcement number and title as they appear on the job announcement.

Name: Include full middle name.

SSI/MOS: Self-explanatory for Army. Air personnel will list Duty AFSC.

Section III, Military History:

AD = Active Duty

AGR = Active Guard/Reserve

NG = National Guard

USAR = Army Reserve

Duty = Duty MOS or AFSC.

Include your present and past assignments.

Note: If you answer yes to any of the questions (unless it is to question 9 or 17), you MUST provide an explanation.



REQUENTLY ASKED QUESTIONS (FAQs)

Q. Do I need to submit a separate application for each announcement?

A. Yes.

Q. Can I send more than one announcement application in one email?

A. No, only one application per email

Q. May a “3” on the physical profile (PULHES) be waived?

A. No

Q. What happens after I submit my application?

A. Your application will be placed in the file for the appropriate job. After the closing date, it is reviewed by the HRO Staffing Specialist to determine if you meet the qualifications as stated on the job announcement. For “Open Continuous” announcements, applications are kept on file until a vacancy occurs, at which time they are reviewed for qualifications.

If you qualify for the job, your application will be forwarded to the nominating official, who will contact you for an interview. (For ARNG jobs, if there are more than 10 qualified applicants, a job panel will be convened first.)

If you *do not* qualify for the job, you will receive a letter of notification.

Q. May I turn in my application into the HRO office on Camp Robinson?

A. No, Applications **MUST** be emailed to the HRO email ng.ar.ararng.mbx.hro-jobs@mail.mil and received by midnight on the closing date. E-mailed applications **MUST** be submitted in one .pdf file unless prior coordination has been made to submit the application in a different format.

JOB APPLICATION

DO'S AND DON'T'S

DO'S:

DO check the **Area of Consideration** on the job announcement to make sure you can be considered for a job. Some jobs are open to both AGRs and traditional guard personnel, but some are only open to current onboard AGRs. This means that if it indicates that the job is open only to onboard AGRs, then other applicants will not be considered under *any* circumstances. Ensure that you meet the minimum rank/grade requirements for the position.

DO read the qualification requirements in the job announcement. **Your application must show proof of these qualifications.** For example, make sure your ERB/ORB DA Form 2-1 has your test scores (if they do not, you need to provide them from a different source), and make sure your physical exam shows your physical profile (PULHES). Many applicants have been disqualified simply for lack of documentation.

DO remember that you must meet the qualifications **as of the closing date of the announcement.** For instance, if the job closes 1 August and the minimum grade is E6, you cannot be considered qualified if you are due to be promoted after that date.

DO submit clear copies of all required attachments. We must be able to read the attachments for aptitude test scores, physical profile, etc., to determine your qualifications.

DO explain any "Yes" answers in Section IV of NGB 34-1 (except Item 9 & 17). Section VI is provided for this purpose. Any application containing a "Yes" item that is missing an explanation will not be considered.



DO keep your application current. At some point you will be contacted, either by phone or mail so make sure your phone numbers and address are correct. Include the area codes. Also, if you have a cell phone where you can be reached, include this information on the application as well.



DO sign and date your application **digitally or in original ink.** Unsigned applications will not be considered.



DO keep a copy of your application for future reference.



DO call HRO if you need any assistance with your application, or if you have any questions about current vacancies or qualification requirements.

HRO Staffing: Technician (501) 212-4215/ AGR 4212 or DSN 962-4215/4208

188th FW Liaison: (501) 648-5213 or DSN 962-8213

189th AW Liaison: (501) 987-7650 or DSN 731-7650

***DO** follow these instructions carefully. A little time and attention will benefit you in the long run. Remember, it is YOUR responsibility to submit a complete and correct application.*

DON'T'S:

DON'T submit an application for a job that has not been announced; HRO only accepts applications for specific advertisements.



DON'T attach copies of college transcripts, diplomas, certificates, awards, performance reports, letters of recommendation or appreciation, photographs, or any other attachment other than those required. You may list this information on the application if you feel that it is necessary.

DON'T call the HRO constantly to check on the status of your application. This serves no purpose. You may check right after the job closes to see if you were qualified, but after it is forwarded to the nominating official, we usually don't know what the status is until we get the package back. Keep in mind that after interviews are completed, the selection has to go through several command channels before it ever reaches HRO. When we finally receive the package back, we will notify the selectee by phone and non-selectees by mail.



A. DON'T wait till the last second to submit your application. **Application must be email by close date.** When the email is received it is dated and time stamped **Applications MUST be emailed to the HRO email ng.ar.ararng.mbx.hro-jobs@mail.mil** and received by midnight on the closing date. E-mailed applications **MUST** be submitted in one .pdf file unless prior coordination has been made to submit the application in a different format.

ABSOLUTELY NO EXCEPTIONS!